

# **Schedule 39-105**

## **DEPARTMENT OF EDUCATION EDUCATION TECHNOLOGY**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL OF  
RECORDS RETENTION AND  
DISPOSITION SCHEDULE**

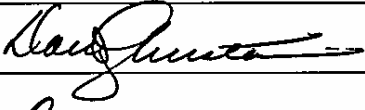
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|--|
| SCHEDULE                                       |
| <b>39-105</b>                                  |
| AGENCY, BOARD OR COMMISSION                    |
| <b>DEPARTMENT OF EDUCATION</b>                 |
| DIVISION, BUREAU OR OTHER UNIT                 |
| <b>EDUCATION TECHNOLOGY</b>                    |
| Supersedes 39-2-4 Edition of February 15, 2002 |
| Supersedes 39-6-3 Edition of October 18, 1988  |

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



RMB / 5-13-03

TITLE

Commissioner

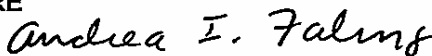
DATE

5.16.03

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVIST

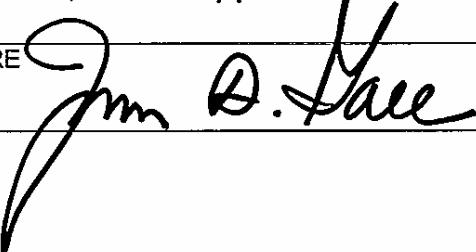
DATE

May 23, 2003

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



ADMINISTRATOR

DATE

May 27, 2003

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form (RMA 036006D) is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 39-105- DEPARTMENT OF EDUCATION EDUCATION TECHNOLOGY**

### **39-105-001            EQUIPMENT CHECKOUT RECORDS**

Used to check out equipment to individuals within the department.

**Dispose of after 2 years.**

### **39-105-002            INSTRUCTIONAL TELEVISION ( ITV) PROGRAM INVENTORY**

File of all programs held in the ITV inventory that Department of Education has rights to use and programs that the Department leases for different periods of time.

**PRINTOUT: Dispose of after superseded, provided audit has been completed.<sup>1</sup>**

**ELECTRONIC DATA: Backup after every use; dispose of after superseded.**

**SECURITY BACKUP COPY: Dispose of after superseded.**

### **39-105-003            LESSON GUIDES**

Guides sent to teachers to assist in the instruction relating to the ITV programs.

**RECORD COPY: Retain permanently.**

**ALL OTHER COPIES: Dispose of after superseded or obsolete, subject to review by State Archivist for possible accession.**

### **39-105-004            NEBRASKA DEPARTMENT OF EDUCATION TECHNOLOGY PLAN**

Annual requirement that schools submit an education technology plan to the NE Department of education.

**ELECTRONIC DATA: Backup daily; dispose of after 5 years.**

**SECURITY BACKUP: Dispose of after 5 years.**

### **39-105-005            NEBRASKA DEPARTMENT OF EDUCATION TECHNOLOGY PLAN CERTIFICATION**

Education Technology assigns certification numbers to schools that submit education technology plans. Reporting form is a comprehensive report of both quantitative and qualitative information used to enhance and facilitate technology planning and develop an on-going inventory.

**ELECTRONIC DATA: Backup daily; dispose of after 5 years.**

**SECURITY BACKUP: Dispose of after 5 years.**

### **39-105-006            SCHEDULE BOOKS**

Annual web-based publication which lists the specific schedule (i.e., times and dates) of programs to be broadcast for each school year.

**PRINTOUT: Retain 1 copy permanently; dispose of all other copies when superseded subject to review by the State Archivist for possible accession.**

**ELECTRONIC DATA: Backup after every use; dispose of after superseded.**

**SECURITY BACKUP COPY: Dispose of after superseded.**

**DELETED RECORDS**

|            |   |
|------------|---|
| 39-2-4-1-1 | NEBRASKA EDUCATIONAL TECHNOLOGY QUESTIONNAIRE |
| 39-2-4-2-1 | DAILY PROGRAM LOG                             |
| 39-2-4-2-2 | INSTRUCTIONAL RESOURCE LIBRARY                |
| 39-2-4-2-4 | ITV PROGRAMS                                  |
| 39-2-4-2-7 | SCRIPT FILES                                  |
| 39-2-4-2-8 | SPRING PLANNING GUIDE                         |

**NOTE**

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

## RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE  
RECORDS MANAGEMENT DIVISION  
440 S. 8<sup>TH</sup> STREET SUITE 210  
LINCOLN, NE 68508-2294

AGENCY

DIVISION

SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

| SCHEDULE NUMBER(S) ONLY<br>(DO NOT INCLUDE SECTION AND ITEM NUMBERS) | TOTAL VOLUME DISPOSED<br>(SEE REVERSE) |
|--|--|
|  |  |
|  |  |

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE

SIGNATURE

**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY  
FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

|   |               |
|---|---------------|
| Vertical File Cabinet, 4 drawer letter-size ..... | 6 cubic feet  |
| Vertical File Cabinet, 4 drawer legal-size .....  | 8 cubic feet  |
| Lateral File, 4 drawer/shelf letter-size .....    | 9 cubic feet  |
| Lateral File, 4 drawer/shelf legal size .....     | 12 cubic feet |
| Records center carton.....                        | 1 cubic foot  |
| About a pickup load .....                         | 50 cubic feet |